

CSC Adopted: October 2001 , CSC Revised: _____**Class Title: Chief of Construction Operations****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Plans, manages, and directs the bureau's functions. Reviews and approves construction plans, implements permit processes, and troubleshoots permit delays. Performs other duties as needed.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Plans, manages, and directs the bureau's functions by supervising personnel, reviewing work for accuracy, providing technical assistance, and defining goals and objectives.
2	S	Reviews and approves construction plans to determine compliance with the Virginia Uniform Statewide Building Code by calculating and verifying design criteria, and analyzing and applying building code requirements.
3	S	Proposes and implements permit processes by participating in meetings with customer service and citizen focus groups to solicit client input, and conducting research.
4	S	Troubleshoots permit delays by investigating the itinerary for permit documents, and expediting overdue reviews.
5	S	Performs other duties by attending various meetings, making presentations, responding to inquiries, providing information and technical expertise, and performing duties in Deputy Code Official's absence.

CSC Adopted: October 2001 , CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Three years experience as a Supervisor.
Certifications and Other Requirements	Valid Driver's License, Plans Examiner, Building Inspector, Special Police Officer
Reading	Work requires the ability to read technical manuals, related periodicals, and legislation.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, trigonometry, geometry, algebra, and statistics.
Writing	Work requires the ability to write correspondence, various reports, and statistical data.
Managerial	Managerial responsibilities include planning and implementing goals and objectives, scheduling and assigning work, and motivating and developing personnel.
Budget Responsibility	Oversees budget preparation of bureau budget and reviews and approves expenditures of significant budgeted funds for the bureau and may research and prepare recommendations for city-wide budget expenditures.
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees in a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed.
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

CSC Adopted: **October 2001** , CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Observation of personnel, field inspections, filing in cabinet drawers
Sitting	F	Computer, desk work, driving
Walking	O	To/from workstations, to/from office equipment
Lifting	F	Drawings, files, paperwork, office supplies
Carrying	F	Drawings, files, paperwork, office supplies
Pushing/Pulling	F	File cabinet drawers
Reaching	F	Across desk
Handling	F	Files, paperwork, office supplies
Fine Dexterity	F	Computer keyboard, telephone keypad, writing
Kneeling	O	Field inspections
Crouching	O	Field inspections
Crawling	O	Field inspections
Bending	O	Field inspections
Twisting	N	
Climbing	O	Ladders
Balancing	O	Ladders
Vision	C	Computer, desk work, reading, driving, field inspections, observation of personnel
Hearing	C	Staff, supervisor, contractors, telephone
Talking	F	Staff, supervisor, contractors, telephone
Foot Controls	O	Driving
Other (specify)	N	

CSC Adopted: **October 2001** , CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Architect's scale, engineer's scale, electrical circuit tester, stud nail locator equipment, flashlights, inspection tools, computer, Standard Microsoft Windows and Office software, Internet Explorer, Visio, laser-fiche, scanner, ArcView

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	S	Dirt and Dust	S
Chemical Hazards	N	Extreme Temperatures	S
Electrical Hazards	S	Noise and Vibration	S
Fire Hazards	S	Fumes and Odors	S
Explosives	N	Wetness/Humidity	S
Communicable Diseases	N	Darkness or Poor Lighting	S
Physical Danger or Abuse	S		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	X
Other (see 2 below)	--

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

Hard hat

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	O
Working Closely with Others as Part of a Team	O
Tedious or Exacting Work	O
Noisy/Distracting Environment	R
Other (see 3 below)	N

(3)